Health and Safety Guidelines

Date: _____

Prepared by: _____

1. Purpose

This document outlines the health and safety guidelines designed to promote a safe and healthy environment for all team members, contractors, and visitors.

2. Scope

These guidelines apply to all personnel and cover general workplace safety procedures, emergency response, and reporting protocols.

3. General Safety Rules

- Comply with all posted safety instructions and signage.
- Report any unsafe equipment, conditions, or practices to a supervisor immediately.
- Keep work areas clean and free of hazards.
- Wear appropriate personal protective equipment (PPE) as required.
- Do not operate machinery unless trained and authorized.

4. Emergency Procedures

1. **Evacuation:** Follow exit signs and evacuation routes posted in the facility.
2. **First Aid:** In the event of an injury, seek assistance from a trained first aid responder.
3. **Fire:** Activate the nearest fire alarm and evacuate the building calmly.

5. Reporting Incidents

All incidents, including near-misses and injuries, must be reported promptly to the designated safety officer or supervisor.

6. Roles and Responsibilities

Role	Responsibilities
Team Members	Adhere to safety guidelines, report hazards, and use PPE.
Supervisors	Ensure compliance, conduct safety briefings, and manage incidents.
Safety Officer	Review policies, investigate incidents, and coordinate training.

7. Acknowledgement

I have read and understand the Health and Safety Guidelines described above.

Name: _____   Signature: _____   Date: _____